



MEMORANDUM

DATE: July 1, 2005

TO: Bilingual Services Coordinators/Language Survey Coordinators

FROM: State Personnel Board – Bilingual Services Program

SUBJECT: BSP MEMORANDUM 05-04
BILINGUAL SERVICES PROGRAM (BSP) TRAINING

The BSP is pleased to announce the offering of its new and updated training classes. Specific information regarding each training class and the dates and times can be located on the Web site at: <http://www.spb.ca.gov/bilingual/TrngClasses.htm>.

As a reminder, the 2005-06 Language Survey training is scheduled at the State Personnel Board, 801 Capitol Mall, Room 312, in Sacramento on Thursday June 23, 2005. If you are familiar with the language survey process and have utilized the automated language survey system, you should attend the training session that begins at 9:00 a.m. However, if you are a new language survey coordinator or have not utilized the automated system, you should attend the 2:00 p.m. session.

You should note that this training session is designed to provide language survey coordinators with the latest forms and instructions for the 2005-06 survey and to discuss changes to the survey process. While the afternoon session will include additional instruction on accessing the automated system, establishing a user ID and password, and completion of the compliance report documents, it will not go into depth on how to conduct the survey or utilizing the system. A new training class titled "Conducting a Meaningful and Accurate Language Survey" will be offered in July 2005 (check the Web site for dates and times) to provide this information.

If you are a new bilingual services and/or language survey coordinator, you are encouraged to attend all of these training sessions. If you have any questions or need further assistance, please contact your Bilingual Services Analyst or the BSP at (916) 651-9017 or TTY (916) 651-8782.